

self-confidence

a feeling of trust in one's abilities, qualities, and judgment



**CareGivers
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Home Healthcare Services

There are many reasons you can lack confidence at work. Maybe you're in a job that requires skills you don't have, or you're less experienced than anyone around you. Or you're new to the company and feel uneasy about your ability to succeed. Or you feel threatened by colleagues, fear losing your job, or are simply too hard on yourself.

Why is it important to have self-confidence, especially in the workplace?

Self-confidence is important in the workplace. It allows you to take risks, while also evaluating areas of improvement, both things that help you develop as an employee. Without self-confidence, some employees may fear speaking up to share their ideas or they may feel uncomfortable while presenting. Self-confidence is also what allows you to discuss concerns with your supervisor or provide feedback.

Self-confidence can affect your beliefs on how well you can complete tasks that meet performance expectations. Ultimately, this can affect how you perceive your value with the company. Those with high self-confidence tend to have more working relationships, are *better able to cope with challenges* and tend to be more satisfied.

Self-confidence also allows teams to be creative, which leads to innovative and collaborative environments. Team members who can share their true personalities and express their thoughts and opinions are also more likely to be satisfied with their current positions.

The good news is that you *can* manage behavior around you to improve relations, boosting both your self-esteem and your career. And you'll definitely want to do that.

Stay focused on you Do the best you can to stay on-task and focused, regardless of politics, rumor mills or non-productive maneuvers that are as common as the office water cooler.

Identify your strengths and capitalize on them One of the best ways to build confidence is to get clear on your strengths and find ways to integrate those strengths into what you do every day. When you lead from your strengths, you're engaged and energized. You're self-assured.

Identify weaknesses, and work on them If there are weaknesses that are affecting your confidence, make a plan to reduce or eliminate them. You shouldn't obsess over these things—but know that addressing your weaknesses and making a diligent effort to overcome them can help boost confidence.

Believe in yourself It may be easier said than done, but try to tell yourself "I can do this," and believe it. William Arruda, a personal branding expert and author of *Ditch. Dare. Do!* says suggests saying three affirmations to yourself each night before going to bed--telling yourself three things that you like about yourself or three things that went well that day.

Know that your confidence may be threatened at times Accept that this is going to happen. If you are on the receiving end of a mean comment that shakes your confidence, give yourself 24 to 48 hours to recover before responding or making any important decisions."